



POSITION DESCRIPTION

POSITION TITLE: Director, Workforce Development and Diversity, Equity, & Inclusion
JOB STATUS: Exempt
REPORTS TO: Executive Director

REVISION DATE: January 18, 2020

THE ORGANIZATION

In 1886, a group of contractors organized the Master Builders' Association of Western Pennsylvania, Inc. (MBA) to fulfill a need for unified contractor representation in organized labor dealings. These men also recognized the value of promoting the common interests of those in the construction industry and the need to establish guidelines for quality and professionalism.

Recognizing the need for specialized management and jobsite services, due to the complexity and sophistication of the construction industry, the MBA incorporated an industry advancement fund into the collective bargaining agreements to further enhance the contractor's competitive stance in the market. Founded in 1961, this industry fund, the Construction Advancement Program (CAP), provides support services in the areas of safety, public relations, legislation, human relations, industry relations, education, and apprenticeship.

THE EXPERIENCE

Master Builders' Association is "*Leading the Industry, Building the Region*" and we provide valuable member services, promote best practices, and help to grow a highly skilled workforce. Your leadership role will be part of a team that works to serve our members and helps to shape a dynamic industry through engagement, advocacy, education, and collaboration. The construction industry has a significant opportunity to help improve diversity, equity, and inclusion (DEI), and to support community engagement, including creating or supporting organizations targeting recruitment and retention, training and development of technical and leadership skills, creating welcoming workspaces, and understanding the needs of a new generation of workers entering the industry. Programs such as [Culture of CARE](#), through the Associated General Contractors of America (AGC) is an example of an existing partnership opportunity to support our goals.

POSITION SUMMARY

MBA/CAP is seeking a Director of Workforce Development and Diversity, Equity, & Inclusion in the Western Pennsylvania region. This position will enable MBA/CAP to expand its current initiatives and relationships with other partners, bring intentionality and greater efficacy to build equity in underrepresented populations, and educate and support our members and the industry to better understand how to help their construction businesses become more inclusive, welcoming, and reflecting the of the communities they work in. In this role, you will bring focus and purpose to MBA/CAP's efforts to educate our members and industry partners. Working with key internal and external stakeholders, you will lead MBA/CAP's efforts to develop, implement and expand business initiatives that increase diversity and inclusion within the construction industry. In this role, you will work collaboratively with our staff, board of directors, and members to identify committee and/or task force initiatives, develop and maintain partnerships with local agencies, plan and implement outreach strategies, and make connections in the broader

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community by creating and cultivating relationships with businesses, regional organizations focused on economic development and development of a sustainable talent pipeline, and community members.

The successful candidate must have a proven history of building effective relationships and delivering results. The position requires that the successful candidate be a self-motivated, professional, and strategic thinker who exhibits high emotional intelligence and the ability to connect and communicate across wide audiences.

This position reports directly to the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Thought Leader

- Research and benchmark trending agenda topics and provide other resources as necessary with a focus on creating best practices for workforce development, diversity, and inclusion.
- Conduct in-depth DEI assessments (including surveys, focus groups, data analysis, process assessments), creating a synthesized report with clear findings, insights, and recommendations.
- Identify key metrics and targets for DEI programs.
- Lead and direct efforts using workforce data and data applications to help better align future industry workforce needs and labor market pipeline.

Communicator

- Coordinate with community leaders, members, and other associations to develop and expand the resources and efficacy of workforce development, diversity recruitment, and retention including, but not limited to, Building Trades Apprenticeship Training Programs and recognized pre-apprenticeship training programs.
- Develop and maintain effective working relationships with MBA Board and CAP Trustees, members, strategic partners, vendors, community organizations, volunteers, and others.
- Engage, develop, and effectively maintain relationships with community based and other non-profit workforce training and development organizations.
- Oversee/Lead/Engage with MBA/CAP's Diversity, Equity, & Inclusion Committee and related steering committees, subcommittees, and task forces; AGC of America Diversity and Inclusion Committee; and other committees and associations directly related to workforce development and DEI.
- Prepare written reports detailing work activities and progress to date as well as contribute to other MBA/CAP reporting such as, MBA/CAP websites, member communication, and social media platforms; respond and manage survey and member requests.

Coach

- Build world class templates and training programs, creating content based on Director's expertise, experience, and industry relationships.
- Encourage, advocate, and coach others, serving as a resource to enable success.

Team Member

- Work closely with MBA/CAP staff and volunteer leadership.
- Perform other duties as assigned by the Executive Director.

EDUCATION AND/OR EXPERIENCE

Successful applicant shall possess an advanced post-secondary degree (B.A./B.S. or higher) and shall have significant experience in the construction industry, human resources management,

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organization development, industrial psychology, or related fields. Applicants should have a strong working knowledge of the Microsoft Office Suites, with an emphasis on Excel or other data analysis applications, Word, and PowerPoint or other communication applications including the ability to set up, manage and engage partners in a virtual setting (Teams, WebEx, Zoom, etc.).

Candidates must have strong written and oral communication skills to clearly explain complex analysis and research, create reports, correspond, and become an effective change agent across a wide breadth of stakeholders. Master's degree or higher and certificate in coaching or conflict resolution experience is a plus.

QUALIFICATIONS

Knowledge, Skills, and Abilities

- Bachelor's (B.A., B.S.) degree from an accredited university
- Experience in the construction industry in human resources, organizational development, industrial psychology, training and development, or related fields.
- Strong working knowledge of Microsoft Office Suite products (Word, Excel, and PowerPoint).
- Ability to conduct qualitative and quantitative research, analyze data and create reports.
- Excellent written and presentation communication skills.
- Ability to communicate complex concepts to a wide variety of stakeholders in understandable terms.
- Ability to effectively engage across cultures with diverse partners, clients, and stakeholders.
- Effective catalyst to inspire others (and self) to navigate change.
- Aptitude to work as a team player with strong planning and organizational skills.
- Comfortable to work in both an office and on-site construction project environment.

TRAVEL

Intermittent overnight travel may be required as necessary in the performance of various job responsibilities related to meetings and conference/conventions. Regular local travel for business and community-based meetings, as well as speaking engagements will be necessary.

SALARY AND BENEFITS

This is a professional level Director position reporting to the Executive Director. Salary will be determined based upon education, experience, and skills. Benefits include potential annual salary adjustments and bonus, including a robust insurance and generous 401(k) package, as determined through an annual performance evaluation.

The MBA is an equal opportunity employer and does not discriminate on the basis of race, skin color, national origin, gender, gender identity, gender orientation, age, religion, disability status, veteran status or any other trait protected by law. Diverse individuals are encouraged to apply.

Please send resume and letter of interest to:
Master Builders' Association of Western Pennsylvania, Inc.
631 Iron City Drive
Pittsburgh, PA 15205

Or email response to Valerie Coen, Office Manager - vcoen@mbawpa.org

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